



Non-Merit Job Vacancy Announcement

DIVISION DIRECTOR / PROBATION & PAROLE

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|--------------------------|---------------------------|-----------------------|-----------|
| Pay Grade: | 19 | Position Type: | Full Time |
| Salary or Range: | \$60,540.48 - \$80,202.72 | Work Schedule: | Mon - Fri |
| FLSA Designation: | Exempt | Work Week: | 40 Hours |

Agency: Kentucky Department Of Corrections
Work Address: 275 East Main Street
Frankfort, Ky 40602
Work County: Franklin

AGENCY COMMENTS:

The Kentucky Department of Corrections in the Justice and Public Safety Cabinet is seeking qualified applicants for the position of Director of Probation & Parole. Under the supervision of the Deputy Commissioner, the division director is responsible for directing and implementing policies and programs that are consistent with all federal and state laws and regulations within the Division of Probation & Parole.

DESCRIPTION OF JOB DUTIES:

Provide leadership and direction to all Probation & Parole offices within the state.
Oversee budget management functions for the division.
Develops and advises the Deputy Commissioner in formulating goals and objectives for the Division.
Provides general guidance through subordinates to local offices regarding program plans along with their development, implementation, and evaluation.
Confer with and advise agency heads concerning legal questions and furnish written opinion or assign, under direct supervision, such requests to staff members.
Provide technical assistance and interpretation of rules and regulations to agency heads, deputy agency heads, and other directors.
Represents the division/department or cabinet on task forces, committees, councils or meetings.
Performs special assignments and the direction of the Deputy Commissioner.

MINIMUM REQUIREMENTS:

EDUCATION:

Sufficient education which would assure the knowledge, skills and abilities to accomplish agency objectives.

EXPERIENCE:

The ideal candidate will have thorough knowledge of Probation & Parole as well as the rules and regulations that govern the Division. Demonstrated experience and professional leadership. Ability to communicate and work with individuals from a diverse background.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:**(DEADLINE: 9/23/2016)**

[Posted on: 9/13/2016]

Complete an Unclassified Service State Application at: <https://personnel.ky.gov/NonMeritCandidate/> and submit a resume and letter of interest to Kim Potter-Blair, at Kimberly.Potter-Blair@ky.gov. Application packets can also be mailed to:

Kim Potter-Blair, Deputy Commissioner
Ky. Department of Corrections
275 East Main St.
Frankfort, Ky 40602

Contact Name: Kimberly Potter-Blair**Contact Method:** Kimberly.Potter-Blair@ky.gov

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

